

Public Housing Agencies; State
Office Coordinators, Area Office
Coordinators; Public Housing
Directors

Notice PIH 96-94 (PHA)
Issued: 12/20/96
Expires: 12/31/97

Subject: Supplementing Public Housing Agency/Department of Housing and
Urban Development (PHA/HUD) Review and Managerial Resources--Use
of Outside Firms

1. Purpose. This Notice supercedes Notice PIH 94-75 (HA) by updating the list of contractors in Appendix 1.

The Department of Housing and Urban Development determined that a number of public housing agencies (PHAs) could benefit significantly from review or services contracts for analysis of problem areas, implementation of needed improvements, or management of one or more public housing developments by a private management firm. HUD placed an advertisement in the Commerce Business Daily on April 2, 1996, requesting firms interested in providing these services to PHAs, or to HUD, to submit their qualifications for Departmental review.

2. Use of Firms on List by PHAs. The contractors listed in this Notice are NOT HUD-approved consultants nor are they prequalified to provide services to PHAs. This list is not intended to be inclusive of all contractors that may be qualified. This list shall be used ONLY as a partial source list. It does not relieve a PHA from its responsibility to advertise and follow policy requirements and procurement regulations found at 24 CFR Part 85.36. PHAs must seek out and consider a wide range of sources in addition to those on the list. Interested firms not listed must be allowed to compete for contracts in any of the service areas covered by this Notice.

This list does not negate the required competitive process for selecting a contractor. PHAs are not to construe this Notice as authorization to enter into noncompetitive, sole source contracts with listed firms. All PHA contracts for technical and professional services are subject to the requirements of the Annual Contributions Contract, and the PHA's own procurement policy -- both of which are to be utilized in a manner consistent with the Federal regulatory procurement requirements found at 24 CFR Part 85.36. This Notice shall not be used as a basis for exception to any of these requirements.

HUD does not suggest that any of the firms in the Notice would necessarily be best able to address the particular needs of the PHA. PHAs shall check references, qualifications and other background information available on a firm, either listed in this Notice or otherwise, prior to entering into a contract for services. PHAs are expected to determine, pursuant to 24 CFR Part 85.36, if a contractor is responsible, based on its own records, the Government-Wide debarred and suspended list, the HUD Limited Denial of Participation (LDP) list, and any other information available to the PHA. Contracts will be executed between the PHA and the selected contractor. HUD is not a signatory to such contracts.

HUD also encourages PHAs to advise City-Wide Resident Boards and recognized resident leaders from the affected developments of the need for contracted services, and solicit their viewpoints on possible solutions to the problem(s) necessitating the services.

PHAs should work with the resident leaders to identify contracting opportunities wherein training/technical assistance could be provided to residents for initiatives such as drug-elimination, homeownership, resident management, economic opportunities for residents, and others. Likewise, HUD urges PHAs to include resident leaders in the process leading to the selection of firms, and in the evaluation of a contractor's recommendations for improvements in PHA operations prior to implementation. Resident groups should be considered, where opportunities exist, to assist in the implementation of a contractor's recommendations during and after the term of the contract.

The list of firms in this Notice may also be used by HUD as a potential source list should HUD decide to conduct its own

procurement for management or review services for a PHA. Such procurement might occur in either of the following circumstances:

- a. HUD makes a declaration of substantial breach or default against a PHA. In such case, HUD would award the contract as the agent of the PHA and use the procurement procedures described in paragraph 4.
- b. If, in the absence of a breach declaration, HUD determines an unusual and compelling urgency exists that makes it necessary to award a contract directly (using the applicable statutory and regulatory requirements applicable to HUD procurement) for needed services for a PHA.

In such cases, the procurement would be conducted by either HUD's Office of Procurement and Contracts at Headquarters or HUD's Administrative Service Center Contracting Divisions.

3. Evaluation of Contractor Qualifications. HUD evaluated the information each firm submitted based on the background and experience of the firms' principals and key staff and examples of specific work performed in the area(s) for which qualification was sought. References provided for work examples were also checked. Information reflective of a firm's past experience in successfully turning around troubled housing developments in the public, assisted or private sector, or in otherwise successfully addressing problems related to the management of rental housing, was given particularly favorable consideration in assessing the qualifications of contractors. Some of the firms listed in this Notice, while they appear to be qualified for a service area, were actually specialists within a sub-area. For this reason, it is recommended that PHAs contact listed firms to fully ascertain the specific range of expertise prior to requesting a firm to submit a proposal.

The Government-wide list of debarred, suspended and ineligible contractors and grantees was reviewed, as was the list of those contractors and firms subjected to a LDP by HUD, to ensure none of the firms listed in this Notice were on those lists. (Because a firm's status may change, PHAs must also check the list of debarred, suspended and ineligible contractors as well as check for LDPs and previous participation for any firms which may be selected for award, regardless of whether the firm is listed in Appendix 1.)

Qualifications of firms were sought for the following services. Appendix 1 lists those firms evaluated by HUD that appear to be qualified to provide the services listed thereon:

- (1) Management of large-scale real estate rental housing operations entailing administrative responsibility for all the service areas listed below.
- (2) Management of an individual, particularly troublesome, housing development(s) within a larger housing operation.
- (3) Review of all the basic operational components of a large real estate operation, including services four (4) through 15, and ability to plan and implement needed improvements.
- (4) Ability to determine the physical and management causes of vacancies at a PHA and to make recommendations for correcting the problems causing such vacancies.
- (5) Review of security measures, and ability to plan and implement needed improvements.
- (6) Review of procurement policies, procedures and inventory control systems, and ability to plan and implement needed improvements.
- (7) Review of maintenance systems, including but not limited to daily maintenance procedures, maintenance staffing and organization, material and equipment access and utilization, preventive maintenance systems, etc., and ability to plan and implement needed improvements.
- (8) Review of automated data processing and management information systems, and ability to plan and implement needed improvements.
- (9) Review of budgeting and financial accounting and reporting procedures, as well as fiscal controls, and ability to plan and implement needed improvements.
- (10) Review of administrative staffing and organization, personnel management, personnel policies and procedures, including the effect of same on any State/local civil service requirements and/or implement needed improvements.

- (11) Review of labor union issues and past products of negotiations with unions, and ability to plan needed changes, as well as to assist in union negotiations.
- (12) Review of marketing and leasing management functions, including but not limited to resident selection, leasing of units, rent calculations and collection, annual reexaminations of family composition and income, transfers, marketing and outreach programs, evictions, etc., and ability to plan and implement needed improvements.
- (13) Review of utility system and potential for energy savings, including water conservation, and ability to plan and implement needed improvements.
- (14) Review of major building systems; i.e., plumbing, electrical, heating, cooling and structural, and ability to plan and implement needed improvements.
- (15) Review of the administration of major capital improvement programs, including cost estimating and knowledge of bidding and contracting procedures, and ability to plan and implement needed improvements.

4. Updated List of Firms. This list will be updated periodically to add additional firms as deemed appropriate.

_____/s/_____
Kevin Emanuel Marchman, Acting
Assistant Secretary for Public
and Indian Housing

APPENDIX 1

Services, By Number, that Contractor Can Provide

Contractor

- | | | |
|----|---|------------------------------|
| 1. | Abt Associates Inc.
55 Wheeler-Street
Cambridge, MA 02138-1168
(617) 492-7100 | All except 11 |
| 2. | Ahmad Associates, LTD
8230 Old Courthouse Road
Suite 210
Vienna, VA 22182
(703) 893-9644 | 8 and 9 |
| 3. | Altschuler, Melvoin and
Glasser, AMG
1901 Pennsylvania Avenue, N.W.
Suite 800
Washington, DC 20006-3405
(202) 887-2600 | 1,2,3,6,8,9,10,
12 and 15 |
| 4. | Architects Unlimited
125 Fifth Avenue
New York, NY 10003
(212) 473-1800 | 5, 7, 10, 13,
14 and 15 |
| 5. | Aspen Systems Corporation
1600 Research Blvd.
Rockville, MD 20850
(301) 251-5514 Ext. 5000 | 3 & 5-15 |
| 6. | Associated Management Professionals
P. O. Box 484
Salado, TX 76571-0484
(817) 947-8003 | 1-3 & 5-15 |
| 7. | Barron Builders and Management Co.
1544 Sawdust Road
Suite 210
The Woodlands, TX 77380
(713) 363-8705 | 1, 2, and 3 |

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<u>Contractor</u>	<u>Services, By Number, that Contractor Can Provide</u>
8. Borrell Technology Incorporated 1165 North Clark Street Suite 402 Chicago, IL 60610 (312) 280-6854	1-15
9. Boulay, Heutmaker, Zibel & Co. 5151 Edina Industrial Blvd. Suite 500 Minneapolis, MN 55439 (612) 893-9320	1, 2, 6, 8, 9, 11, 12 and 15
10. Carroll Buracker and Associates, Inc. 101 North Main Street Suite 110 Harrisonburg, VA 22801 (540) 564-1500	5
11. Construction Control Services Corporation 733 15th Street, N.W. Suite 700 Washington, DC 20005 (202) 347-8484	6, 7, 13, 14 and 15
12. Checkers, Simon and Rosner One South Wacker Drive Suite 2400 Chicago, IL 60606 (312) 346-4242	5, 8 and 9
13. Corcoran Management Company 100 Grandview Road Suite 205 Braintree, MA 02184 (617) 849-0011	1-3 & 5-15

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<u>Contractor</u>	<u>Services, By Number, that Contractor Can Provide</u>
14. CVR Associates Inc. 34 Carruth Street Boston, MA 02124 (617) 265-6868	1-15
15. David M. Griffith & Associates, LTD 1350 Piccard Drive Suite 100 Rockville, MD 20850 (301) 869-2002	3,6,7,8,9,10, 12 and 15
16. Dennis Johnson & Company P.C. 1120 Lincoln Street Suite 1605 Denver, CO 80203 (303) 837-0507	9 and 10
17. DeSilva Consulting, Inc. 6849 Old Dominion Drive Suite 220 McLean, VA 22101 (703) 760-0777	8
18. Deloitte and Touche 600 Renaissance Center Suite 900 Detroit, MI 48243-1704 (313) 396-3000	5, 6, 7, 8, 9, 10, and 15

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<u>Contractor</u>	<u>Services, By Number, that Contractor Can Provide</u>
19. Dewberry and Davis 8401 Arlington Blvd. Fairfax, VA 22031-4666 (703) 849-0100	5, 13, 14 and 15
20. Diversified Engineering, Inc. 7600 Georgia Ave., N.W. Suite 323 Washington, DC 20012-1616 (202) 726-7676	7, 13, 14 and 15
21. Edmondson Gallagher and Warner Construction Consultants, Inc. 1350 Beverly Road Suite 200 McLean, VA 22101 (703) 893-0303	All except 8 and 11
22. Eisenberg Haven Architects, Inc. 123 North Washington Street Boston, MA 02114 (617) 227-1100	2, 4, 6, 7, 10 and 12-15
23. Engineering Associates, Inc. 2625 Cumberland Parkway Suite 100 Atlanta, GA 30339 (770) 432-8833	7, 8, 10, 13 and 14
24. Ervin and Associates, Inc. 7315 Wisconsin Avenue Suite 1150-W. Bethesda, MD 20814-3202 (301) 469-3400	5, 6, 7, 8, 9, 10, 12, 13, 14 and 15

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<u>Contractor</u>		<u>Services, By Number, that contractor Can Provide</u>
25.	Fox Associates 4885 Kessler Blvd. East Drive Indianapolis, IN 46220 (317) 259-4210	1, 2, 6, 7, 9, 10 and 12
26.	G. L. French and Associates 1732 Quail Ridge Road Raleigh, NC 27609 (919) 878-8342	3
27.	Glenn T. Hardison and Associates 824 Olde Towne Dr. Irving, TX 75061 (214) 790-7466	9
28.	Ghafari Associates, Inc. 17101 Michigan Avenue Dearborn, MI 48126-2736 (313) 441-3000	13 and 14
29.	Gilbane Building Company 7901 Sandy Spring Road Laurel, MD 20707-3589 (301) 317-6100	1-15
30.	Golden Eagle Realty P.O. Box 57458 Webster, TX 77598 (713) 326-2214	All except 3, 4 and 13
31.	Grady Management, Inc. 8630 Fenton Street Suite 625 Silver Spring, MD 20910 (301) 587-3330	1-3 & 5-15

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		<u>Services, By Number, that contractor Can Provide</u>
<u>Contractor</u>		
32. Grenadier Realty Corp. 1230 Pennsylvania Avenue Brooklyn, New York 11239 (718) 240-4100		1-15
33. Guyer Santin Chamber of Commerce Building 917 7th Street Sacramento, CA 95814 (916) 442-0686 or (916) 552-6800		13, 14, and 15
34. Habitat America, LLC 2661 Riva Road Building 700, Suite 2 Annapolis, MD 21401 (410) 224-0100		1-3 & 5-15
35. Hairston, Kemp, Sanders & Stich, P.C. Northwest Center 7550 IH-10 West Suite 1260 San Antonio, TX 78229 (210) 525-1030		6, 7, 8, 9 and 10
36. H. R. Associates, P.A. 1200 Navaho Drive Raleigh, NC 27609 (919) 872-6345		14 and 15
37. Heller, Blosky & Dabagian, P.C. Plymouth Greene Office Campus 801 E. Germantown Pike Suite H-1 Norristown, PA 19401 (610) 272-4700		9

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<u>Contractor</u>	<u>Services, By Number, that contractor Can Provide</u>
38. Hewitt, Olson & Associates, Inc. 439 Northeast 7th Avenue Ft. Lauderdale, FL 33301-1207 (305) 764-5007	8 and 9
39. Hill International, Inc. 1015 Fifteenth Street, N.W. Suite 1000 Washington, DC 20005 (202) 408-3015	6, 7, 8, 13, 14 and 15
40. Housing Partners, Inc. Two Oliver Street 8th Floor Boston, MA 02109 (617) 261-6500	All except 8
41. International Consultants, Inc. 221 Chestnut Street Suite 200 Philadelphia, PA 19106 (215) 923-8888	9 and 15
42. Interstate Realty Management Co. 1 E. Stow Road P. O. Box 994 Marlton, NJ 08053-0994 (609) 596-0500	1, 2 and 3
43. Irving Burton Associates, Inc. 1801 Reston Parkway Suite 100 Reston, VA 22090 (703) 437-0009	6, 8, 9 and 10
44. J. Daniel Fulbright Consulting P. O. Box 7117 North Augusta, SC 29861-1117 (803) 279-1281	3 & 5-15

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		<u>Services, By Number, that contractor Can Provide</u>
<u>Contractor</u>		
45.	John Graham Associates/DLR Group Bank of California Building 900 4th Avenue Suite 700 Seattle, WA 98164 (206) 461-6000	13, 14, and 15
46.	Juergensen & Associates 494 Lakewood Avenue Detroit, MI 48215 (313) 824-0824	7, 14 and 15
47.	John A. McCauley 308 Broxton Road Baltimore, MD 21212 (410) 323-0986	1 and 2
48.	John Prior Associates 1580 Lincoln Street Suite 680 Denver, CO 80203 (303) 861-2728	7, 8, 10 and 12
49.	Kaufman & Associates CPA, P.C. 3737 South Elizabeth Suite 103 Independence, MO 64057 (816) 795-1925	6 and 9
50.	Keystone Advisors, Inc. University Place 124 Mt. Auburn Street Suite 200 Cambridge, MA 02138 (617) 576-5760	12

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1. Kriegsfeld Corporation 2000 L Street, N.W. Suite 808 Washington, DC 20036-4907 (202) 463-1212	1-3 & 5-15
52. Kay Management Group, Inc. 1975 Linden Blvd. Elmont, NY 11003 (516) 285-5610	1-3 and 5-15
53. Lace Incorporated 6512 Spanish Fort Blvd. New Orleans, LA 70124 (504) 286-0944	13, 14 and 15
54. Lane, Frenchman and Associates, Inc. 38 Chauncy Street Suite 1401 Boston, MA 02111 (617) 451-3333	15
55. Legum and Norman Realty, Inc. 1430 Spring Hill Road Suite 300 McLean, VA 22102-3000 (703) 734-0900	1, 2, and 5-15
56. Louis Berger & Associates, Inc. 1819 H Street, N.W. Suite 900 Washington, DC 20006 (202) 331-7775	7, 9, 10 and 14
57. Mapplan Associates 398 Columbus Avenue Suite 333 Boston, MA 02116 (617) 489-7218	3, 6, 7, 9, 10, 12 and 15

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		<u>Services, By Number, that contractor Can Provide</u>
<u>Contractor</u>		
58.	Mobley and Associates 3439 Guilfor Terrace Baltimore, MD 21218 (410) 467-7781	All except 4 and 11
59.	McCormack Baron Management Services, Inc. Hadley Square 1101 Lucas Avenue 7th Floor St. Louis, MO 63101-1179 (314) 421-1160	1, 2, 7, 8, 9, 12 and 14
60.	McHenry Company, Inc. 31 Sheridan Street, N.W. Washington, DC 20011 (202) 722-9000 (and) Schuldt, Goza & Babineaux 631 Milan Street Suite 300 Shreveport, LA 71101 (318) 226-1404	5, 13, 14 and 15
61.	Management Engineering Associates 3709 N.W. 16 Avenue Camas, WA 98607-9343 (360) 834-3004	3, 5, 6, 7, 8 9, 10, 11, 13, 14 and 15
62.	M & T Associates 1901 Brentwood Drive Springfield, IL 62704 (217) 793-0972 or 1-800-869-1441	5, 6, 8, 10, 14 and 15
63.	Maximus, Inc. 1356 Beverly Road McLean, VA 22101 (703) 734-4200	7, 8, 9 and 10

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Services, By Number,
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Contractor

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| 64. | Management Resource Group, Inc.
2392 Mount Vernon Road
Suite 103
Atlanta, GA 30338
(770) 396-9856 | 7, 8, 13, 14
and 15 |
| 65. | MTB Investments Inc
P.O Box 1287
Aspen, CO 81612
(970) 923-3890 | 1-3,5-7 & 12-15 |
| 66. | Marshall, Moran, Inc.
one Madison Avenue
Morristown, NJ 07960
(201) 540-0230 | 7, 8 and 12 |
| 67. | Mirick & Daniels
15 Ararat Street
Worcester, MA 01606
(508) 852-2453 | 14 and 15 |
| 68. | Mitchell/Titus & Co.
1825 K Street, N.W.
Suite 515
Washington, DC 20006
(202) 293-5713 | 6, 8 and 9 |
| 69. | NAHRO
630 I Street, N.W.
Washington, DC 20001
(202) 289-3500 | 6, 9, 10 and 12 |
| 70. | National Facility Consultants, Inc.
2440 Sandy Plains Road
Building 2, Suite 300
Marietta, GA 30066
(770) 977-4134 | 1-15 |

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		<u>Services, By Number, that contractor Can Provide</u>
	<u>Contractor</u>	
71.	Nelrod Company 3109 Lubbock Avenue Fort Worth, TX 76109-2325 (817) 922-9000	5, 7, 8, 9, 10, 12, 13 and 14
72.	National Realty Corporation 410 West Vine Street Lexington, KY 40507 (606) 231-7878	8, 9 and 10
73.	OKM Associates, Inc. 164 Canal Street Boston, MA 02114 (617) 742-8616	3 & 5-15
74.	On-Site Insight 100 Crescent Road Needham, MA 02194 (617) 449-7752	7, 14 and 15
75.	Orion Consulting, Inc. Suite 901 1350 Euclid Avenue Cleveland, OH 44115-1815 (216) 687-1480	8, 9 and 10
76.	Parsons Brinckerhoff Energy Services, Inc. 465 Spring Park Place Herndon, VA 20170-5249 (703) 724-5900	6, 7, 10, 13, 14 and 15
77.	Pattillo, Brown and Hill, LLP Plaza of the Americas North Suite 525 Dallas, TX 75201 (214) 777-6440	1-15

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		<u>Services, By Number, that contractor Can Provide</u>
<u>Contractor</u>		
78. Planning & Development Collaborative International 1025 Thomas Jefferson Street, N.W. Suite 170 Washington, D.C. 20007-5209 (202) 337-2326		1-10,12,13 and 15
79. Penan, Scott and Co., P.A.P.C. 6001 Montrose Road Suite 805 Rockville, MD 20852 (301) 881-3220		9
80. Pinnacle Realty Management Company 1025 Connecticut Avenue Suite 904 Washington, DC 20091 (202) 289-6266		1 and 2
81. Price Waterhouse Office of Government Services 1616 North Fort Myer Drive Arlington, VA 22209-3100 (703) 741-1000		6, 8, 9 and 10
82. Quadel Consulting Corporation 1250 Eye Street, N.W. Suite 330 Washington, DC 20005 (202) 789-2500		1-15
83. Quantum/G & A Joint Venture 5847 San Felipe Suite 3210 Houston, TX 77057 (713) 784-2350		1 and 6-15

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		<u>Services, By Number, that contractor Can Provide</u>	
<u>Contractor</u>			
84.	Ronnoc, Inc. G-3500 Flushing Suite 211 West Flint, MI 48504 (313) 732-2010	6	
85.	Roy Rogers Management Consultants Inc. Box 244 Panther Valley Allamuchy, NJ 07820 (908) 850-3529	10	
86.	Sciencetech, Inc. 600 Maryland Avenue, S.W. Suite 240 Washington, DC 20024 (202) 488-1464	5	
87.	Spectrum Consulting Assoc., Inc. 1155 Connecticut Avenue, N.W. Suite 500 Washington, DC 20036 (202)467-8589	6, 8, 9 and 10	
88.	Sraimta Housing Consultant 2808 Mumphrey Road Chalmette, LA 70043 (504) 279-3641	6, 7, 8, 9, 10 13, 14 and 15	
89.	Stockard & Engler, Inc. Cambridge, MA 02138 (617) 876-5900	6, 7, 9, 10, 11 Concord Avenue	10 12, 14 & 15
90.	Sukhendu B. Bhattacharyya, P.E. 248-10 Hook Creek Blvd. Rosedal, NY 11422 (718) 528-9339	13, 14 and 15	

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	<u>Contractor</u>	
91.	Syska & Hennessy 11 West 42nd street 6th Floor New York, NY 10036 (212) 921-2300	6, 7, 8, 13, 14 and 15
92.	TAG Associates, Inc. 511 Washington Street Suite 101 Norwood, MA 02062 (617) 551-8801	1-15
93.	Tanner and Associates 44 Main Street, Suite 501 Champaign, IL 61820-3636 (217) 351-4330	6, 7, 8, 9, 10, 14 and 15
94.	T. Curtis and Company, P.C. 1100 Wayne Avenue Suite 800 Silver Spring, MD 20910 (301) 585-4000	6, 8 and 9
95.	The C.J. Brown Corporation 4324 S. Sherwood Forest Boulevard Suite 100 or Suite 160 Baton Rouge, LA 70816 (504) 297-7888	1-3 & 5-15
96.	The Gatison Group P.O. Box 461 North Haven, CT 06473 (203) 281-5572	1-7,9,10,12-15

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<u>Contractor</u>		
97.	The Signal Group 45 Exchange Street Suite 200 Portland, ME 04101 (207) 772-4083	3-15
98.	The Habitat Company 350 West Hubbard Street Suite 500 Chicago, IL 60601 (312) 527-5400	1-3 & 5-15
99.	The John Stewart Company 2310 Mason Street San Francisco, CA 94133 (415) 391-4321	1, 2, 5, 6 & 7
100.	TMS Consulting Services, Inc. 5142 West Hurley Pond Road Farmingdale, NJ 07727 (908) 919-0401	5, 6, 7, 8, 9, 10, 11, 12, 13 and 15
101.	Thompson, Cobb, Bazilio & Associates, P.C. 1101 15th Street, N.W. Suite 400 Washington, DC 20005 (202) 737-3300	6, 7, 8 and 9

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|------|---|--------------------------|
| 102. | Tonya, Incorporated
1000 Vermont Avenue, N.W.
5th Floor
Washington, DC 20005
(202) 289-8100 | 1, 2, 3, 9, 10
and 11 |
| 103. | Vance Consulting Associates
1401 Carrolsburg Place, S.W.
Washington, DC 20024
(202) 484-0787 | 13 and 14 |
| 104. | Wright and Associates
3235 Kearney Street
Denver, CO 80207
(303) 377-4824 | 6, 8 and 9 |
| 105. | Washington, Pittman & McKeever
819 South Wabash Avenue
Suite 600
Chicago, IL 60605
(312) 786-0330 | 6, 8, 9, 10 and
12 |
| 106. | Yetter & Associates
49 Old Solomons Island Rd.
Suite 207
Annapolis, MD 21401
(410) 841-6538 | 15 |